

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2016-07 Statewide Drainage Design

This document constitutes a Request for Proposals for Professional Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

I. PROJECT DESCRIPTION

Project Description – **Two (2)** consultants will be selected to provide engineering services for drainage design for local, state, and interstate highway projects in accordance with established KYTC specifications and practices on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager – Ron Matar, P.E.

User Division – Highway Design

Approximate Fee – **\$750,000 per contract** (Upset Limit)

Work will be assigned via Letter Agreement, not to exceed **\$200,000** per Letter Agreement

Note: Selection under this advertisement does not guarantee that work will be assigned

Project Funding – State and Federal Funds

III. PURPOSE AND NEED

To provide Drainage Design Services on an as needed basis.

IV. DBE REQUIREMENT

The consultant team may include a DBE Participation Plan with their Response to Announcement. An additional page will be allowed with the Project Approach (page 7) in the Response to Announcement to convey this plan. A maximum of two (2) points will be considered in the evaluation factors for the DBE Participation Plan.

V. SCOPE OF WORK

Two consultants will be selected to provide Engineering Services as needed for the development of drainage analysis or drainage structure (e.g. underground pipes) analysis and any required documentation.

The selected Consultants will be responsible for working with the Kentucky Transportation Cabinet Division of Highway Design, Division of Structural Design, District Project Development

Offices, FHWA, FEMA, and local government to develop plans and/or special drainage analyses. Required services include, in order of rank:

1. Perform large scale watershed and/or drainage network analyses, including the expertise to perform specialized hydrologic analysis.
2. Develop hydraulic models for large scale watershed and/or drainage networks.
3. Perform hydraulic analysis for storm sewers, culverts, bridges and detention/retention basins.
4. Assist in development and drafting of drainage policies, including training of policies, as needed.
5. Develop and review drainage folders for highway projects.
6. Assist KYTC with FEMA compliance on highway projects.
7. Analyze flooding impacts according to local and/or drainage networks.
8. Analyze buried structures for structural integrity.
9. Review project for compliance with drainage policies and procedures.

Situation surveys may be required in order to develop hydraulic, hydrological and/or structural data. Surveying may be required to determine locations and elevations of drainage systems and topography of existing ground surfaces.

The consultants must demonstrate experience and expertise with KYTC drainage policies and procedures, with capability for further development and training of these policies and procedures. This includes the KYTC Project Development Process and documentation procedures such as drainage folders. Experience and expertise with the development of special hydrologic studies is required. The consultants must demonstrate experience with FEMA regulatory requirements, policy, and procedures in transportation hydraulic systems.

VI. GUIDELINES AND SPECIFICATIONS

- Highway Design Guidance Manual
- Highway Drainage Design Manual
- FHWA Hydraulic Engineering Circulars
- FHWA Hydraulic Design Series
- Roadside Design Guide

More information can be found on the Transportation Cabinet Division of Highway Design Drainage website at: <http://transportation.ky.gov/Highway-Design/Pages/Drainage.aspx>

VII. SPECIAL INSTRUCTIONS

Two consultants will be selected to provide these services. The contract period is a two (2) year contract with no new work assigned after June 30, 2018, although the contract may be extended for time to complete work already assigned. **Each** contract will have an upset limit of **\$750,000**. Once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional work assignments will be made under the contract. The contracts will not be modified to increase upset limit or extended for time to assign new work. No letter of agreement shall exceed **\$200,000** without written approval from the State Highway Engineer.

The Selection Committee will randomly draw for the pool and list in consecutive order to determine the initial order for which a project will be offered. Projects will be offered to firms on a rotating

basis. A firm will not be offered an additional project until the remaining firm on the list had been offered a project. If a firm declines to accept a project, does not respond to an invitation to perform services for a project within five working days, or the Department and Consultant cannot agree on reasonable scope of work and fee for services, documentation shall be placed in the project files and the next firm on the rotating list shall be offered the project.

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

VIII. METHOD OF DESIGN

The selected Consultant shall develop highway plans utilizing the most recent CADD Standards for Highway Plans Policy.

IX. PREQUALIFICATION REQUIREMENTS

To respond to this project, the consultant project team must be prequalified in the following areas by the response due date of this advertisement.

ROADWAY DESIGN

- Rural Roadway Design
- Urban Roadway Design
- Surveying

STRUCTURE DESIGN

- Spans under 500'

X. PROCUREMENT SCHEDULE

Dates other than Response Date are tentative and provided for information only.

- Bulletin Posted – January 12, 2016
- Response Date – February 3, 2016 by 4:30 PM ET (Frankfort time)
- First Selection – February 8, 2016
- Final Selection – February 24, 2016
- Scoping Conference – March 2, 2016
- Notice to Proceed – April 21, 2016

XI. PROJECT SCHEDULE

Projects will be assigned via Letter Agreement. Project Schedule Milestones will be negotiated for each assigned project and reflected in the negotiated Letter Agreement.

XII. EVALUATION FACTORS

1. Relative experience of consultant personnel assigned to project team with highway projects for KYTC and/or for federal, local or other state governmental agencies. (10 points)

2. Capacity to comply with project schedule. (5 points)
3. Past record of performance on project of similar type and complexity. (10 points)
4. Project approach and proposed procedures to accomplish the services for this project. (5 points)
5. Experience in performing specialized hydrologic analysis of watershed systems. (10 points)
6. DBE Participation Plan (2 points)
7. Consultant's offices where work is to be performed. (2 points)

For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one (1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

XIII. SELECTION COMMITTEE MEMBERS

1. Ron Matar, P.E., User Division
2. Doug Gesso, P.E., User Division
3. Kevin Sandefur, P.E., Secretary's Pool
4. Kevin Rust, P.E., Secretary's Pool
5. Vacant, Governor's Pool